

Selection Process

The process may include a panel interview and other related test components. A comprehensive, complete personal background check is required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs well in advance of the selection process by calling:
(510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Tentative Recruitment Schedule

First Review

Noon—May 30, 2014

Panel Interviews

Week of June 9, 2014

Start Date

Week of July 7, 2014



Contact the City

Phone: (510) 494-4660
Website: www.fremont.gov/employment

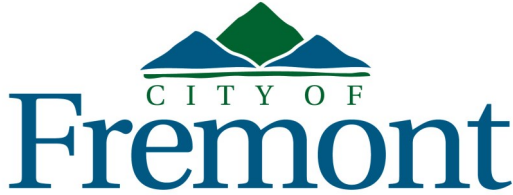
Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:



14POL04

Posted: 5/13/14



Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the challenge of working as an effective team member in a fast-moving environment? Can you use your exceptional customer service skills to provide a caring and humane environment for animals under your charge? Then, Fremont Animal Services may be the place for you!

Animal Services Officer
Police Department



The recruitment will remain open until filled.

YOUR FUTURE IS IN FREMONT



Fremont, a City on the Move!

Recently ranked second on the “Best Run City in America” list by *24/7 Wall St.* and America’s third “Sharpest, Smartest City” by *Reader’s Digest*,

the City of Fremont is a City continuing to move forward!

As a full service City, Fremont employs over 830 regular employees and has an annual operating budget of \$149.3 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

Fremont Police Department—Special Operation Division—Animal Services Unit

Fremont Animal Services is responsible for protecting lost and injured animals as well as protecting the public from animal-carried diseases. Animal Services Officers respond to animal-related calls for service from citizens of the City of Fremont.

We promote responsible pet ownership and provide licensing services for pets.

Animal Services Officer

This is a journey level classification in the Animal Services Division of the Police Department, reporting to an Animal Services Supervisor. Assignments are rotated between the field and the Animal Shelter on an established schedule, and incumbents are

expected to perform the full scope of the job in both areas of assignment. Assignments, objectives, and work methods are established by policy and procedure and incumbents assume responsibility for accomplishing work within those parameters. Work review is not continual but is conducted periodically; checks are integrated into work processes.

Examples of Responsibilities

Duties may include, but are not limited to, the following:

- ◆ Patrol assigned geographical area of the City
- ◆ Pick up unleashed or dead animals
- ◆ Investigate complaints, animal bites, and reports of animal abuse
- ◆ Quarantine animals
- ◆ Issue warnings and/or citations
- ◆ Gather information and obtain statements from the public on animals creating nuisances
- ◆ Operate, clean, and maintain animal control trucks and other animal control equipment
- ◆ Prepare investigative reports
- ◆ Recommend appropriate solutions to animal service requests
- ◆ Search for and identify the presence of vectors, vector attractants, food sources and harborage
- ◆ Develop and recommend action plans for property owners, tenants and other public officials for eradication of vector problems
- ◆ Receive stray and relinquished animals
- ◆ Assess animal health
- ◆ Euthanize injured or unclaimed animals
- ◆ Maintain shelter records
- ◆ Receive and respond the customer service

requests

- ◆ Provide food and water to animals housed in the shelter
- ◆ Provide information regarding animal behavior and care

The Ideal Candidate

The ideal candidate must demonstrate the ability to clearly and concisely communicate orally and in writing; while comfortably working in a diverse environment. In addition, the ideal candidate will have any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job.

Education & Experience

Any combination of education and/or experience which has provided the knowledge, skills, and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: Possession of a high school diploma, GED equivalency or a high school proficiency certificate and one year of experience in the interpretation and enforcement of laws or codes, preferably related to animal and/or vector control work.

Successful completion of PC 832 training by the completion of probation is required. Positions in this classification require possession of a valid Class C California Driver License. Willingness to: work weekends, holidays, nights and rotating shifts; respond to emergency animal services assignments during off-duty hours; and wear a uniform.



Compensation and Benefits

The annual salary is \$50,205 - \$61,034, depending on job level and qualifications. Current benefit features include:

- Cal PERS Retirement Benefit*
 - 2.0% @ 60 for Classic Members
 - 2.0% @ 62 for New Members
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/dependents includes \$1,521.95/month for medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at Fremont.gov or by using this link:

Benefit Summary

This is a FACE represented position with a six month (6) probationary period.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed online City application, resume, and supplemental questionnaire:

- ◆ Through our online application system at www.fremont.gov/employment or;
- ◆ The Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538 has a kiosk you may use to apply online.

The recruitment will remain open until filled. The first review of applications will be Noon on May 30, 2014.

Animal Services Officer - Supplemental Questionnaire

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Animal Services Officer position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Animal Services Officer. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1.

How many years of full-time experience related to the interpretation and enforcement of animal laws or codes have you completed?

☐ None

☐ Less than 1 year

☐ 1-3 years

☐ 4-9 years

☐ 10 or more years
2.

What is your skill level working in a shelter or kennel environment?

☐ No proficiency

☐ Beginning

☐ Intermediate

☐ Advanced

☐ Expert
3.

What is your skill level in observing animals for signs of illness, injury, or unusual behavior?

☐ No proficiency

☐ Beginning

☐ Intermediate

☐ Advanced

☐ Expert
4.

Do you have experience working for a CA public agency at the state or local level?

☐ Yes

☐ No

5.

Do you possess a valid California driver’s license? (A DMV printout will be required at the time of interview)

☐ Yes

☐ No

☐ No, but I have the ability to by time of appointment.